

U.S. Department  
of Transportation

United States  
Coast Guard



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# ***COAST GUARD FOOD SERVICE MANUAL CHANGE-ONE***





COMDTNOTE 4061  
FEB 12 2001

COMMANDANT NOTICE 4061

CANCELLED: FEB 11 2002

Subj: CH-1 TO COAST GUARD FOOD SERVICE MANUAL, COMDTINST M4061.5

1. PURPOSE. This Notice provides changes to Coast Guard Food Service Manual, COMDTINST M4061.5 that prescribes the policies, procedures, and responsibilities for food service support of Coast Guard Dining Facilities (CGDF) and Private Messes Afloat (PMA).
2. ACTION. Area and district commanders, commanders of maintenance and logistic commands, commanding officers of headquarters units, and assistant commandant for directorates, Chief Counsel, and Headquarters special staff offices shall ensure compliance with this Manual's provisions.
3. SUMMARY OF CHANGES. A vertical line in the margin marks significant changes. Editorial changes are not marked.

Chapter

Change

1. Exhibit 1

Change title of FS Force Manager to FS Rating Force Master Chief

3.D.9

Rebate Checks, Surcharges, and State and Local taxes moved to section D General Purchase Instructions

DISTRIBUTION – SDL No. 139

	a	b	c	d	e	f	g	h	i	j	k	l	M	n	o	p	q	r	s	t	u	v	w	x	y	z
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NON-STANDARD DISTRIBUTION: see page 4

Chapter

Change

- 3.D.9.b Incorporates an additional option to add DSCP Prime Vendor and DECA commissary surcharge to the food item unit price when posting to ledger or stock cards.
- 6.F.2 Deletes the requirement for the FSO to provide accounting information with the Adjustment Form CG-3114
- 6.F.2.b Deletes the option of charging the DECA Commissary and DSCP Prime Vendor surcharges to the units OG –30 fund.
- 7.C.3.a.1 Defines partial rations claimed for Coast Guard reserve members. Requirement to forward a copy of the summary Ration Memorandum CG-3123 with Reserve rations claimed to the appropriate ISC (pf)
- 7.C.3.B. (4) Incorporates policy requiring to charge enlisted personnel assigned temporary additional duty (TAD) to a U. S. Government vessel (3) meals per day (*whether eaten or not*) at the discount meal rate with the exception while vessel is berthed, departure, and arrival date.
- 7.C.3.B. (7) Incorporates policy requiring Officers utilizing the Restricted pantry option, Private Mess Afloat (PMA) to purchase a minimum of one lunch or supper (*whether eaten or not*) at the discount meal rate with the exception while vessel is berthed, departure, and arrival date.
- 7. Exhibit 7-3 Defines authorized CGDF patrons for Standard and Discount Meal rates.
- 7. Exhibit 7-4 FY 2001 Food Service Meal Rates and definitions of Ration Conversion Factors (RCCF)
- 8.C.3 Cash log to track all transactions. Including cash, checks and money orders.
- 9.A.7.A Restricted pantry PMA members must purchase a minimum of one lunch or supper (*whether eaten or not*) at the discount meal rate.

4. PROCEDURES. Remove and insert pages.

<u>Remove</u>	<u>Insert/Add</u>
1-5 and 1-6	1-5 and 1-6
3-i	3-i
3-1 through 3-8	3-1 through 3-8
6-5 and 6-6	6-5 and 6-6
6-11 and 6-12	6-11 and 6-12
7-i	7-i
7-5 through 7-16	7-5 through 7-17
7-21 and 7-22	7-21 through 7-25
8-15 and 8-16	8-15 and 8-16
9-1 and 2	9-1 and 2

5. FORMS AVAILABILITY. Enclosure (2) of Coast Guard Food Service Manual, COMDTINST M4061.5 lists the forms this Manual requires.

JOYCE M. JOHNSON /s/

Director of Health and Safety

Encl: (1) CH-1 to Coast Guard Food Service Manual, COMDTINST M4061.5

Non-Standard Distribution:

Bc: MLCLANT, MLCPAC (6 extra)

COMDTNOTE 4061

Ca: Cape Cod, Miami, Clearwater, Traverse City, Barbers Point, Kodiak (Cordova), and San Diego  
Cb: Houston, Humboldt Bay, Sitka,  
Ce: Philadelphia, Portland, and Valdez  
Cn: New York  
Cv: Attu Island, Port Clarence, St. Paul Island, and Shoal Cove  
Do: DSCP Philadelphia (FCG)

- (2) Officers and Federal Government Civilian Employees. The CO or OINC may include in the contract officers and civilian employees assigned or attached to a career sea pay-eligible vessel and not receiving a per diem allowance; Paragraphs 1.D.5.a. and b. do not apply. The FSO shall determine the cutter's assigned officers' and civilian employees' intent to purchase each meal and record this intent on the Meal Sign-in Sheet, CG-4901. Under the contract, when no alternate messing is available, FSOs will charge officers and civilian employees the Standard meal rate for the meals they purchase; see Paragraph 7.C.3.b.(2).
- d. Collecting and Transmitting Funds. The FSO shall report to the COTR when documenting, billing, collecting, and transmitting the paying customers' funds to the designated lock-box. For cash sales and when collecting credit sales, use the procedures in Chapter 8. The transmittal letter shall specify the purchase order number or contract number, accounting line, month to be credited, and dollar amount. If collecting for contract meals and the unit CGDF is re-established and sells meals, the member purchasing the meals may pay for all of them with one payment. The FSO must indicate on the transmittal letter those meals sold from the contract facility and those from the unit CGDF. The COTR must give a copy of the transmittal letter to the contracting officer; manager of the account being reimbursed; MLC(v) (for shipyard availability); CG Finance Center; and the FSO for the CGDF's unit file. When the CGDF is re-established the FSO shall not document these collections on the Coast Guard Dining Facility Operating Statement (CGDFOS), CG-2576, line 34.
- e. Contracting for Coffee Breaks. Contracting coffee, tea, snacks, etc., for coffee breaks is not authorized.

EXHIBIT 1-1. COAST GUARD FOOD SERVICE PROGRAM ADDRESSES.

United States Coast Guard Commandant (G-WKW-1) 2100 Second Street, S.W. Washington, DC 20593-0001	Food Service Program Manager Food Service Rating Force Master Chief	(202) 267-1197 (202) 267-2556 Fax: (202) 267-4798
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Coast Guard Finance Center (OGP)  
U.S. Coast Guard Finance Center  
1430-A Kristina Way  
Chesapeake, VA 23326-1000  
(757) 523-6820

Food Service Assistance and Training Teams  
Commander (kse-5)  
Maintenance and Logistics Command Atlantic  
300 East Main Street, Suite 1000  
Norfolk, VA 23510  
(757) 628-4396

Commander (kse-5)  
Maintenance and Logistics Command Pacific  
U.S. Coast Guard Island, Building 54A  
Alameda, CA 94501-5100  
(510) 437-5947

Food Service Specialist "A" & "C" School  
Commanding Officer  
USCG TRACEN Petaluma  
599 Tomales Road  
Petaluma, CA 94952-5000  
(707) 765-7154

Coast Guard Designated Lock-box (as of 1 October, 1999, PNC Bank-Pittsburgh)  
U.S. Coast Guard  
Sale of Meals  
P.O. Box 640850  
Pittsburgh, PA 15264-0850



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## **CHAPTER 3. PROCUREMENT.**

### **A. Coast Guard Food Service Procurement Program.**

1. Procurement Policy. The procurement program aims to obtain quality foods from the most economical source with timely delivery. Food Service Officers (FSOs) must follow policies and procedures when procuring food items. These sources contain relevant laws, regulations, or instructions:
  - a. Federal Acquisition Regulations (FAR), Volumes I and II.
  - b. Department of Transportation Acquisition Regulations.
  - c. Coast Guard Acquisition Procedures (CGAP), COMDTINST M4200.19 (series).
  - d. Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).
  - e. Supply Policy and Procedures Manual, COMDTINST M4400.19 (series).
  - f. Certifying and Disbursing Manual, COMDTINST M7210.1 (series).
  - g. Coast Guard Finance Center Standard Operating Procedures, FINCENSTFINST M7000.1 (series).
2. Conduct. Every person charged with the responsibility of procuring food items must always act competently, fairly, and impartially. An individual may NEVER undertake under any circumstances a food procurement action that could jeopardize the Coast Guard's best interests or integrity.

### **B. Authority to Procure Food Items.**

1. Basic Authority. Only the Head of Contracting Activity (HCA) serving a unit can delegate procurement authority to individuals. Units should check with their respective HCA for qualifications, requirements, and levels of authority.
  - a. Calls Less Than \$2,500. The unit Contracting Officer (KO) may designate Food Service Specialists (FSs) as authorized Blanket Purchase Agreement (BPA) callers for purchases up to \$2,500.
  - b. Calls More Than \$2,500. An FS assigned to a cutter who is an authorized BPA caller for food items may make purchases in amounts up to \$25,000. The FS first must have a BPA Instruction Letter complying with the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series), from the Contracting Officer. The KO places the Instruction Letter, signed by both the FS and KO, in the applicable BPA and CGDF file(s).

2. Emergency Procurement. For emergency food procurement of \$500 or more paid from the Imprest Fund, see the Certifying and Disbursing Manual, COMDTINST M7210.1 (series).

### **C. Supply Sources.**

1. Planning. When purchasing and replenishing food items, the FSO must consider these factors:
  - a. Advance planning.
  - b. Selecting supply sources.
  - c. CGDF location and size.
  - d. Accessibility to Government supply activities.
  - e. Availability of transportation.
  - f. Shipping costs.
  - g. Operational schedules.
  - h. Indefinite delivery contracts.
2. Government Sources.
  - a. General. Government supply activities normally charge the most economical prices for food items. Except for units operating in remote areas, the Coast Guard does not consider Coast Guard Exchange System (CGES)-operated mini-markets or grocery sections an economical source of supply. CGDFs can make purchases from the same vendor as the CGES market and eliminate the markup.
  - b. Sources. When practical procure food items from Government sources, including:
    - (1) Defense Supply Center Philadelphia (DSCP) under the Prime Vendor Program
    - (2) Defense Commissary Agencies (DECA)
    - (3) Other CGDFs (by transferring food items).
    - (4) Department of Defense (DoD) supply activities.
    - (5) Other Government dining facilities.

### 3. Commercial Sources.

- a. Indefinite Delivery Contracts. An authorized Contracting Officer and other Government contracting agencies enter into Indefinite Delivery Contracts with commercial suppliers to obtain local bakery and dairy products, fresh fruits and vegetables, seafood, and other perishable items. Indefinite Delivery Contracts are mandatory for commercial purchases in these circumstances:
  - (1) Authorized at the port or area where delivery is required.
  - (2) Requirements are at least as great as any minimum quantity stipulated in the contract.
  - (3) Vendors can deliver in time to meet operational commitments.
  - (4) The CGDF can obtain the required foods more economically under an Indefinite Delivery Contract than from a Government supply source.
- b. Open Market. When it is impractical to obtain foods from the sources above, purchasing in the open market is authorized. The CGDF must make purchases under competitive conditions to ensure quality procurement at the most economical prices. The FSO must justify purchases made without competition.
- c. Government-wide Commercial Credit Card—IMPAC (International Merchant Purchase Authorization Card). An optional method to pay for small purchases based on individual cardholders' procurement authority; this card can be used in lieu of methods such as cash, Blanket Purchase Agreements, SF-44s, and purchase orders. See Finance Center Standard Operating Procedures, FINCENSTFINST M7000.1 (series).

### 4. Emergency Procurement

- a. Policy. The Coast Guard supply system requires area and district commanders, commanders of maintenance and logistics commands, and unit COs to maintain supplies in a state of readiness capable of immediate assumption of emergency operations with the Department of Defense. The Supply Policy and Procedures Manual, COMDTINST M4400.19 (series), contains guidelines for maintaining supply readiness.
- b. Procedure. When normal food procurement procedures are disrupted due to a national emergency or disaster, CGDFs are authorized to transmit emergency narrative Military Standard Requisitioning and Issue Procedure (MILSTRIP) message or telephoned requisitions to DSCP. The Supply Policy and Procedures Manual noted above also contains procedures for emergency requisitioning.

#### **D. General Purchase Instructions.**

1. Authorized Food Items. The Federal Supply Catalog (FSC), Group 89, lists foods authorized for CGDF use. Procuring lower grades or qualities than FSC Group 89 specifies is not authorized.
2. Non-Authorized Items. Do not purchase non-food items, e.g., tobacco products, chewing gum, alcoholic beverages, etc., from food funds. Purchase general store items, e.g., napkins, paper cups, cleaning materials, etc., CO<sub>2</sub> for the soda dispenser, ice, charcoal, bottled water for cooking and cleaning, and emergency rations with AFC-30 funds; do not carry them on the CGDF inventory.
3. Restrictions.
  - a. Competition. Competition is fundamental in procurement to assure the Government reasonable, economical prices. Obtain the maximum competition practical for all purchases. Satisfying the competition requirements for a large purchase is just as important when making a small purchase.
  - b. Meats and Meat Products. Meats or meat-food products bought for use in the continental United States must bear the U.S. Department of Agriculture (USDA) stamp or label indicating they have been "U.S. Inspected and Passed."
  - c. Foreign Products. Food items procured from foreign ports must be consumed before reaching the U.S. Contiguous Zone (12-mile limit). The USDA and some states may impose quarantine or other restrictive orders on foods procured in foreign ports. For foreign supply sources and waste disposal requirements, see Chapter 4.G.
  - d. Seafood. In accordance with specific quality regulations promulgated by the U.S. Department of Commerce, seafood must bear State or other regulatory authority certificate numbers indicating it was processed under proper sanitary conditions and is certified as a safe, wholesome product.
  - e. Fresh Fruits and Vegetables. Do not buy fruits and vegetables normally eaten raw in areas infected with cholera or fertilized with night soil (human waste). Fresh fruits and vegetables are more economical when procured in season. For domestic fruit and vegetable seasonal availability, see the Food Service Practical Handbook, COMDTPUB P4061.4 (series).
  - f. Prepared Meals. CGDFs are not authorized to purchase entire prepared meals from commercial sources. A CO or OINC is authorized to procure meal components, e.g., macaroni salad, coleslaw, potato salad, etc., for special functions such as store sales for changes of command, unit picnics, FS personnel shortages, or at other times deemed necessary. This should be an uncommon practice for everyday food

preparation at CGDFs, since it defeats the purpose of the CGDF and is expensive. Refer questionable items to Commandant (G-WKW).

- g. Beverage and Food Dispensers. Do not purchase, rent, or lease dispensing devices for beverages or food items using CGDF Supply Funds; use AFC-30 operating funds to buy such dispensers or equipment. Do not contract for, purchase, or accept equipment at any expense to the Government for any dispenser that restricts its use to a particular brand of item. A unit may accept a beverage or food dispenser from a Government-negotiated contract source for that particular food brand item, i. e., Prime Vendor Program, DSCP, etc.

4. Milk, Milk Products, and Frozen Desserts.

- a. General. CGDFs are required to buy milk, milk products, and frozen desserts only from approved sources. District commanders will provide a list of approved sources to all units, including headquarters units, located in their district's geographic limits.

- b. Definitions.

- (1) Milk and Milk Products. This category includes fluid whole, flavored, skim, reconstituted, and shelf-stable (UHT) milk; buttermilk; milk beverages; cream; cheese, tofu, and cheese products; and cream-style yogurt.
  - (2) Frozen Desserts. This category includes ice cream, frozen custard and yogurt, ice milk, sherbet, and similar products.

- c. District Commanders' Action.

- (1) Determining Approved Sources. Army Veterinary Services furnishes district commanders a current list of approved sources of milk, milk products, and frozen desserts.
  - (2) Procedure. To ensure sanitary supervision of milk, milk product, and frozen dessert sources, district commanders must:
    - (a) Maintain liaison with Army Veterinary Services within or nearest to their district's geographic limits.
    - (b) On receiving the approved source list, issue applicable portions to district and headquarters CGDFs within the district.
    - (c) If awarding a term contract to a supplier not included on the current approved source list, send a copy of the contract and a request for inspection to the appropriate Veterinary Inspection Office.
    - (d) If evidence exists supply sources are unsatisfactory, ensure Army Veterinary Services provides sanitary supervision without charge. If the Veterinary

Inspection Office must incur travel and per diem costs to provide such services, request instructions from Commandant (G-WKS).

5. Specifications. FSC Group 89 provides specifications and interim purchase descriptions for food items. These specifications and descriptions are required when practical in preparing Indefinite Delivery Contracts for domestic use and other procurement actions.
6. Infected Areas. Obtain the medical officer's approval before procuring food items in an infected area.
7. Soft Drinks. Liquid beverage bases (syrops) and bottled or canned soft drinks obtained from Government or commercial supply sources are authorized.
8. Water. COs and OINCs may authorize purchases of bottled spring water, carbonated flavored waters, etc., in individual serving-sized bottles up to one liter only as beverage items listed on the weekly menu and as an integral part of the meal plan or menu. Refer questionable cases to Commandant (G-WKW)
9. Rebate Checks, Surcharges, and State and Local Taxes.
  - a. Rebates. Do not use vendors' rebate checks, gift certificates, or other compensation as a competitive consideration in establishing commercial supply sources. Send redeemable certificates accumulated due to purchases to the designated Sale of Meals Lock-box (separately from collections, resulting from CGDF cash sales) with a transmittal letter, explaining the rebate. If a rebate check is received as a result of an overpayment, the check should be forwarded to the designated Sale of Meals Lock-box with a transmittal letter explaining the overpayment. Units should not recognize gains resulting from rebates. The FSO shall not document (acknowledge) rebate collections on the Coast Guard Dining Facility Operating Statement (CGDFOS), CG-2576, line 34.
  - b. Commissaries' and DSCP Prime Vendors' Surcharges. Purchases from Defense Commissary Agencies (DECA) and DSCP Prime Vendor may include a surcharge, a fixed percentage of the purchase, which may be shown as a separate charge on the purchase order or delivery receipt. When posting the items' price in the ledger or stock cards, you may add the surcharge to the items' unit price. If you elect to not incorporate the surcharge in the cost of the food items you may deduct the surcharge from inventory on the Provision Inventory Control Record, CG-3469, documented on an Adjustment Form, CG-3114 maintained in the unit monthly file.
  - c. State and Local Taxes. Generally items purchased for the Coast Guard's exclusive use are exempt from State and local taxes. Make small purchases exclusive of State and local taxes unless otherwise directed. When the vendor requires tax exemption certificates or refuses to sell exclusive of State and local taxes, notify Commandant (G-LPL)



10. Purchases for Private Messes Afloat.

- a. Food Items Authorized for Coast Guard Dining Facility Use. A Coast Guard Dining Facility (CGDF) may procure and stock food items authorized by FSC Group 89 for subsequent sale to a Private Mess Afloat (PMA) as required.
- b. Food Items Not Authorized for CGDF Use. The CGDF may procure food items not authorized by FSC Group 89 for immediate sale to a PMA, but the PMA cannot return these items to the CGDF for credit. If requested, the CGDF may hold food service items for extended deployments if storage space is available, but must not carry these items in the CGDF inventory.

**E. Documenting Procurement.**

1. General. Documentation requirements for subsistence procurement are identical to those in the Simplified Acquisition Procedures Handbook, COMDTINST M4200.13E (series), Coast Guard Acquisition Procedures, COMDTINST M4200.19E (series), and Coast Guard Finance Center Standard Operating Procedures, FINCENSTFINST M7000.1 (series). Maintain a complete file of each procurement action for pricing information to substantiate entries on the stock records and the CGDF Operating Statement, CG-2576.
2. Chargeable Fund. Charge food service procurements to the Coast Guard Supply Fund (SF) (Supply Account 82). The FSO is not required to obligate the Supply Fund in advance.

**F. Settling Accounts.**

1. Responsibility. The FSO is responsible for obtaining and submitting all required documents to settle accounts.
2. Vessel Leaving Port. The FSO must obtain and process purchase invoices before departure.
3. Certification. Sample certification stamp signed by the FSO or designee.

THIS CERTIFIES ALL FOOD SERVICE ITEMS ON THIS INVOICE CONFORM TO SPECIFICATIONS AND PURCHASE DESCRIPTIONS, ARE PACKAGED AND PRESERVED PROPERLY IN THE CORRECT QUANTITIES OF SATISFACTORY QUALITY, AND IN ALL RESPECTS ARE FIT FOR HUMAN CONSUMPTION.

SIGNATURE  
DATE

## **G. Purchasing Subsistence Items for Cash.**

1. Scope. Units without cash disbursing facilities may find it necessary to purchase food service items for cash when scheduled for deployment where credit purchases may not be feasible. If cash purchases will be necessary follow these procedures:
  - a. Request. By letter to FINCEN (CL) request him or her to designate a unit member a Class A (Limited) cashier and estimate the dollar amount that will be needed to purchase food service items during deployment. Follow the instructions listed in the Certifying and Disbursing Manual, COMDTINST M7210.1 (series).
  - b. Amount Needed. To find the dollar amount needed, estimate the quantity and cost of food service items that will need replenishing during deployment.
  - c. Foreign Purchases. Allow for any difference in the valuation of foreign currency used for purchases. See the Certifying and Disbursing Manual, COMDTINST M7210.1 (series).
2. Emergency Cash Disbursements. For Emergency Cash Disbursements for subsistence items up to \$500 from the Imprest Fund, follow the instructions in the Certifying and Disbursing Manual, COMDTINST M7210.1 (series). Using imprest funds to purchase food service items from commissaries is prohibited.

2. Documentation. Transfers of food items must be documented. When using the CG-2581 as a transfer document, check the "Other" block and insert "Transfer" in the "Remarks" space to identify the CG-2581's purpose. The CG-2581 must identify the unit or CGDF receiving the transfer and, if the unit is attached to a different district, the district number. The transferring FSO must retain the original received and priced CG-2581 in its CGDF files and furnish two priced copies to the receiving CGDF. The transferring and receiving CGDFs must submit a copy of the CG-2581 with their CG-2576; see Chapter 8.

## **F. Inventory Adjustments.**

Inventory adjustments apply to missing or unfit food or inventory gains. Document food inventory adjustments as a survey or an adjustment.

1. Surveys. Document surveys on the Report of Survey, CG-5269. Exhibit 6-1 contains procedures to conduct food surveys complying with the Property Management Manual, COMDTINST M4500.5 (series). Do not deduct the surveyed food items from inventory until the unit, group, maintenance and logistics command, district, or area, as appropriate, returns the approved survey with AFC-30 accounting data. The FSO shall follow these criteria in reporting surveys:
  - a. Mechanical Failure. Survey any lost food items the CO or OINC determines are spoiled and unfit for human consumption due to mechanical failure, such as a refrigeration breakdown, flooding, or fire in food storage spaces.
  - b. \$300 Limit. Survey food losses not caused by mechanical failure if the total cost exceeds \$300. Prepare Report(s) of Survey for lost or damaged food items costing less than \$300 at the CO's or OINC's discretion.
2. Inventory Adjustments. Document inventory adjustments on an Adjustment Form, CG-3114; Exhibit 6-2 contains procedures to complete inventory adjustments. The CO or OINC must approve inventory adjustments or may delegate specific approval authority in writing, e.g., for breakage and dollar amount. The FSO must first receive the approved CG-3114 from the CO, OINC, or designated individual before deducting the adjusted food items from inventory. Follow these criteria for adjustments:
  - a. Breakage. Document all breakage as an adjustment.
  - b. DECA Commissary and DSCP Prime Vendor Surcharge. Expend the total surcharge for each purchase as an adjustment or incorporate the surcharge in the cost of each item and post on your ledger or stock card. Surcharge adjustment procedures are listed in Chapter 3.C.4.b of this manual.

- c. Spoilage. Food in inventory costing less than \$300 spoiled for reasons other than mechanical failure but not through the dining facility's fault.
  - d. Gains. Inventory gains resulting from clerical errors or weight differences discovered when performing a physical inventory. The FSO shall return "discovered" items to the inventory with necessary CG-3114 paperwork showing an adjustment.
  - e. Losses. Inventory losses resulting from clerical errors or minor weight differences in meats discovered when performing a physical inventory. The FSO shall adjust the inventory with a completed CG-3114 unless the CO or OINC requires a Board of Survey. Mechanical failure losses require a survey.
3. Coast Guard Food Recovery and Gleaning Program. Per Executive Memo 3118365 of 11 March 1997. The President has declared that it is the policy of the Federal Government to promote the donation of excess apparently wholesome, food to non-profit organizations.
- a. Each Dining Facility shall implement a local food recovery program and promote the donation of excess foods.
  - b. Local cafeterias, commissaries, food vendors, government contractors as well as other Coast Guard food service establishments are possible sources of food recovery. Voluntary participation by contractors and sub-contractors shall be implemented in such a manner which would preclude conflict of interest and other actions that would violate current procurement practices.
  - c. CGDF and other Coast Guard food service establishments may donate to congressionally and or state and or locally chartered non-profit organizations. CGDF participating in this program shall operate within the confines of the established BDFA.
  - d. The following excess food items may be donated if they meet the handling and sanitation standards of the Food Service Sanitation Manual, COMDTINST M6240.4 (series):
    - (1) Any wholesome prepared food item that will not be utilized, consumed, or sold by the CGDF prior to the pull date.
    - (2) Wholesome cooked or un-cooked food items from picnics or morale events.
    - (3) Food items from disestablished (permanent or temporary) CGDF that cannot be sold or transferred to another government food service operation or dining facility.
    - (4) Situations where sale or transfer of food items is not possible and immediate disposition is necessary due to storage or mechanical abnormalities.

- e. Required Statement. The Board must include this Statement Due to the Supply Fund: "Reimbursement to the Supply Fund in the amount of \$ [insert] is required." and "STATEMENT DUE".
- f. Recommendations:
  - (1) Expend from Records. Use for food losses or damage. The Board also shall recommend putting the food in a hold status until final approval is received or disposing of the food immediately to prevent further contamination. In either case, the actual cost of the surveyed food items will remain on the CGDF inventory until the appropriate office provides final approval and AFC-30 accounting data.
  - (2) Convene a Board of Investigation. If evidence exists, the Board of Survey must recommend convening a Board of Investigation. Boards of Investigation fully analyze each survey report to comply with the Manual for Courts-Martial, United States (Executive Order 12473), and make written findings of the facts about the loss, damage, or destruction of the property. The Board of Investigation must fully document all evidence, testimony, and other data it considers during its investigation. After completing the investigation, the Board issues a finding of either no responsibility or of employee responsibility for each CG-5269. If the Board findings state an employee is responsible, it recommends the CO consider disciplinary action or pecuniary liability, as appropriate.
- D. Review of Survey Report. The convening authority will review and then send the report for approval; see Paragraph E. below. The review of the report should resolve any questions. The convening authority should convene a Board of Investigation if appropriate.
- E. Procedure. The convening authority will send survey reports to district or MLC accounting offices for approval for amounts under \$5,000 or to COMDT (G-CFM) for amounts over \$5,000. The appropriate approval authority shall send final disposition instructions to the unit and the unit's accounting office.
- F. Reporting Disposal Accomplished. To enable the FSO to adjust accounting records, the approval authority sends the property officer the original CG-5269 signed by the person completing final disposition. However, if a higher command approves the CG-5269 and reimbursement to the Supply Fund and provides AFC-30 accounting data, the FSO returns the original survey to the final approving authority.
- G. Final Disposition. Once the originator receives the approved survey, the unit expends the dollar value of the surveyed food from its inventory and, if it hasn't already done so, either destroys the food or transfers it, as authorized. The convening authority signs the CG-5269, indicating who completed the final instructions. The FSO sends a copy of the approved survey to the CG Finance Center with the CGDFOS, CG-2576, for the month the food was expended and retains a copy of the approved survey for the unit's records.

SAMPLE REPORT OF SURVEY FORM, CG-5269.

DEPARTMENT OF TRANSPORTATION U.S. COAST GUARD CG-5269 (Rev. 6-90)		<b>REPORT OF SURVEY</b>				DATE
						NUMBER
ACTIVITY		ORIGINATOR (Signature and Title)				UNIT PROVIDE
UNIT NAME		FOOD SERVICE OFFICER				
<b>REQUEST FOR SURVEY</b>						
ITEM	STOCK NUMBER AND DESCRIPTION	CONDITION CODE	QUANTITY	UNIT PRICE	TOTAL VALUE	
001	(8905-00-133-5889) BEEF BRAISING LB (SYSCO)	H9	350	\$3.41	\$1,193.50	
002	(NSN) ICE CREAM 5 GAL CONTAINER (HOOD DAIRY)	H9	50	\$12.45	\$622.50	
DESCRIBE THE ITEMS IN SUFFICIENT DETAIL TO BE READILY RECOGNIZABLE BY VIEWERS OF THE SURVEY INCLUDE NSN IF AVAILABLE, BRAND NAME, SOURCE OF SUPPLY, AND DATE PURCHASED.						
REASON FOR SURVEY		ACCOUNTING CLASSIFICATION				
EXAMPLE: FOOD ITEMS DAMAGED DUE TO REFRIGERATION FAILURE		ATU 32	COST CENTER OFFAC 47110		OWNER CODE 1	
<b>ACTION BY COMMANDING OFFICER OR DELEGATE</b>						
SURVEY TO BE MADE BY:		SIGNATURE (C.O. or delegate)			DATE	
1. <u>COMMAND DELEGATES BOARD MEMBERS</u>						
2. _____						
3. _____		COMMANDING OFFICER				
<b>SURVEY REPORT AND RECOMMENDATION</b>						
EXAMPLE: THIS SECTION WILL DOCUMENT BOARDS FINDINGS AND RECOMMENDATIONS.						
FINDINGS:						
1. REFRIGERATION UNIT WAS INSTALLED 06/05/95.						
2. ITEMS WERE SPOILED DUE TO COMPRESSOR FAILURE.						
3. NO EVIDENCE OF PERSONAL RESPONSIBILITY, COMPRESSOR REPLACED.						
RECOMMENDATIONS:						
1. PUT ITEMS IN HOLD STATUS UNTIL FINAL APPROVAL, THEN DESTROY.						
2. REIMBURSEMENT TO SUPPLY FUND IN THE AMOUNT OF \$1816.00.						
3. NO EVIDENCE OF NEGLIGENCE EXISTS.						
ITEM(S) SURVEYED IN ACCORDANCE WITH COAST GUARD REGULATION BY: (Signature(s)) (Board Members)						
(1)	(2)	(3)				
BOARD MEMBER	BOARD MEMBER	BOARD MEMBER				
<b>REVIEW OF SURVEY REPORT</b>						
<input checked="" type="checkbox"/> APPROVED	SIGNATURE (C.O. or delegate)		DATE		FINAL APPROVING AUTHORITY	
<input type="checkbox"/> DISAPPROVED	COMMANDING OFFICER				<input type="checkbox"/> UNIT <input type="checkbox"/> DISTRICT <input type="checkbox"/> COMDT <input type="checkbox"/> OTHER <input type="checkbox"/> MLC	
DISTRICT/MLC APPROVED/DISAPPROVED		DATE		COMMANDANT APPROVED/DISAPPROVED		DATE
SPECIFIC DISPOSAL ACTION TAKEN			SIGNATURE RANK AND TITLE		DATE	

PREVIOUS EDITION IS OBSOLETE

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- b. Commandant (G-WKW) either authorizes liquidating the deficit and allows the unit to operate at a zero deficit or determines the unit is capable of reducing the deficit and disapproves the request.
- c. If approved, the Coast Guard Finance Center will charge the deficit to the appropriate accounting line provided by the unit.

### **C. Ration Credits.**

1. General. Each ration or whole ration equivalent has a value, the BDFA. The daily ration count and applicable BDFA determine the CGDF's daily allowance ("budget"). The ration count includes Rations-in-Kind (RIK) and whole ration equivalents. Daily the Executive Officer (XO or XPO) takes the daily ration count for the previous day and gives it to the FSO. The XO or XPO may delegate certifying the daily count to the personnel or administrative officer, but must certify the monthly summary ration count.
2. Rations-in-Kind. RIK provide three meals (breakfast, lunch, and supper) to one person in 24 hours at Government expense; the member does not pay for the meals. Normally RIK are provided to enlisted members assigned to sea or isolated, restricted duty. Members drawing a food allowance cannot receive RIK meals.
  - a. Ration-in-Kind Entitlements. These personnel are entitled to RIK:
    - (1) Regular Coast Guard enlisted members.
    - (2) Coast Guard Academy cadets and Officer Candidate School (OCS) students.
    - (3) Coast Guard Reserve enlisted members on active duty (AD) and active duty for training (ADT) with or without pay.
  - b. Exceptions. These members do not receive RIK:
    - (1) Those authorized a subsistence allowance.
    - (2) Those subsisting in a private mess afloat (PMA).
    - (3) Those receiving a per diem allowance.
  - c. Ration-in-Kind Credits. The CGDF may take a whole ration credit (one breakfast, lunch, and supper each in one 24-hour day) to cover the expense of furnishing prepared meals to assigned RIK members, even if they do not consume the meals. The CGDF may claim a ration credit as long as it has furnished one meal on the day of arrival or departure for members who:
    - (1) Report for duty.
    - (2) Transfer.
    - (3) Arrive or depart for Temporary Assigned Duty (TAD).

- (4) Are on leave.
  - (5) Are on unauthorized absence (UA).
  - (6) Are hospitalized.
- d. Crossing the International Date Line. The FSO must adjust whole ration credits to compensate for the change in the calendar day resulting from crossing the 180th Meridian. When setting back the time one day in crossing from west to east, take ration credits for the extra day. When advancing the time one day in crossing from east to west, do not take ration credits for the lost day.
3. Ration Equivalents. Partial rations are meals provided to members not entitled to RIK or RIK members from another unit, such as a work detail. The FSO calculates partial rations to ration equivalents daily. The three types of partial rations are classified by the origin of the funds used to pay for the meals: the Coast Guard, personal funds, or outside organizations. The FSO is responsible for tracking and documenting partial rations for all furnished meals on the Meal Sign-in-Sheet, CG-4901, the Flight Meal Request, CG-4218, or an Individual Credit Account, CG-3476.
- a. Partial Rations at Coast Guard Expense. Except for flight meals, charge these meals to different Coast Guard accounts. Commands shall furnish these meals as a partial ration (meal) when a CGDF or contract food source is available. These members cannot be granted SEPRATS, and the CGDF can claim only a partial ration for the furnished or authorized meal(s).
- (1) Coast Guard Reserve Members. The CGDF shall provide partial rations to a CG Reservist only when he or she is under orders. The CO or XO will provide a list (monthly drill order or unit attendance roster) of drilling personnel and their authorized meal(s) in accordance with provisions outlined in paragraphs (a) and (b). FSOs may charge for reservists meals (*whether eaten or not*) based on this list. Drilling Reservists will not pay for the meal, but will indicate "IDT" or the appropriate duty type on the Meal Sign in Sheet (CG-4901) . Coast Guard Reservists are entitled to consume all meals included in their orders. The FSO will summarize Coast Guard Reserve rations in the monthly summary Ration Memorandum, CG-3123, and forward a copy to the appropriate ISC (pf). The Coast Guard Finance Center will charge the appropriate Coast Guard Reserve account to reimburse the Supply Fund. Reservists are entitled to rations in kind for duty periods that total at least eight hours in a calendar day at Coast Guard expense according to the Personnel and Pay Procedures Manual, HRSICINST M1000.2A:
- (a) One meal after the start of orders for Reservist serving a duty period(s) that total at least eight hours in a calendar day who live within a reasonable commuting distance as defined by the Reserve Policy Manual, COMDTINST M1001.28 Series

- (b) Two meals after the start of orders for a Reservist serving a duty period(s) that total at least eight hours in a calendar day for two consecutive days who live beyond a reasonable commuting distance as defined by the Reserve Policy Manual, COMDTINST M1001.28 Series. For one eight-hour duty period in a calendar with less than eight hours the following day only one meal is authorized.
  - (c) Reserve officers serving without pay are entitled to the same number of meals as outlined above for enlisted members.
- (2) Coast Guard Auxiliary Members. A CO or OINC is authorized to allow Coast Guard auxiliary members to subsist in a CGDF with and without endorsed orders. The charges and procedures for Auxiliarists dining in a CGDF are these:
- (a) An Auxiliarist assigned to duty at a place under *reimbursable orders* buys meals at the Standard meal rate. The FSO or duty FS must endorse the orders to show which meals the Auxiliarist purchased.
  - (b) When an Auxiliarist is assigned to duty at a place under *non-reimbursable orders*, the CGDF shall provide him or her partial rations at no charge to the member. The FSO or duty FS must endorse the Auxiliarist's orders to show the meals provided; see Exhibit 8-9. The FSO claims and annotates the partial rations provided on the Ration Memorandum, CG-3123; maintains a copy of the orders in the monthly CGDF file; and sends one copy of each Auxiliarist's orders with the monthly CGDFOS, CG-2576.
  - (c) If an Auxiliarist is not assigned to duty or has no orders and the CGDF CO or XO has authorized the Auxiliarist's subsistence, the CGDF shall charge the Auxiliarist the Standard meal rate.
- (3) Destitute Persons. The CO or OINC may authorize prepared and special meals for persons the Coast Guard assists or arrests following Coast Guard Regulations Manual, COMDTINST M5000.3 (series), Paragraphs 4-1-7 and 4-2-5. The FSO tracks meals served to such persons on an Individual Credit Account form; supports it by documenting rations on a DD-1149; and retains the account forms to support the ration credit claimed; see Exhibits 8-10 for migrant and 8-11 for destitute persons. If an area, district, or MLC does not provide AFC-30 accounting to charge for these meals; then the unit's AFC-30 accounting will be charged. Provide meals to these destitute persons:
- (a) Rescued Survivors. Persons rescued at sea until they return to port.

- (b) Prisoners. Persons the Coast Guard detains until releasing them to another law enforcement agency or a detention center.

(4) Flight Rations. 14 USC 480 states:

There may be furnished to officers, enlisted members, CG Auxiliarists, CG Reservists under orders, and civilian employees, while actually engaged in flight operations, an aircraft flight ration-in-kind, chargeable to the proper Coast Guard appropriation, which flight ration shall be supplementary to any ration or subsistence allowance now granted to such personnel. No part of an aircraft flight ration shall be furnished without cost to any person in a travel status or to any person to whom a per diem allowance is granted in lieu of actual subsistence.

CGDFs will claim additional whole ration credits for each flight meal provided. These are the only meals for which the CGDF may claim additional rations for the same person. When providing flight rations, CGDFs shall not claim the SMS allowance. These members are not required to pay for flight meals while serving as crew in flight operations unless they are in a travel status or receiving a per diem allowance:

- (a) Coast Guard officers.
  - (b) Coast Guard enlisted personnel drawing SEPRATS or REGBAS.
  - (c) Civilian Coast Guard employees.
  - (d) Coast Guard enlisted members furnished RIK.
  - (e) Coast Guard Auxiliarists.
- b. Meal Sales. The CO or OINC of a unit with a CGDF may authorize selling meals for cash or credit. Enlisted members receiving SEPRATS are always entitled to purchase a meal from the CGDF at the unit to which they are assigned. The CO may authorize officers, Federal Government civilian employees, and authorized patrons' guests to purchase meals on a space-available basis listed by category in Exhibit 7-3.
- (1) Guidelines. The CO or OINC may authorize meal sales within these guidelines.
- (a) Sales must not jeopardize subsistence provided to members entitled to RIK.
  - (b) The CGDF must have sufficient FS personnel and equipment to accommodate the extra work load.
  - (c) The FSO will not change menus to accommodate paying patrons.

- (d) Officers and Federal Government civilian employees usually pay the Standard meal rate. They pay the Discounted rate *only* if the CO or OINC determines *no* alternate messing is reasonably available. An alternate mess is any eating establishment that can provide the same type of nutritional meals and is available during the established meal period. Refer cases to Commandant (G-WKW) for determination.
  - (e) Individuals paid a subsistence allowance must not receive free food, cooked or raw. Individuals shall not purchase meal components or portions at a reduced meal rate, e.g., soup and salad for the breakfast meal rate.
  - (f) Meal sales must support Coast Guard missions or objectives; such meals are not a convenience.
  - (g) The FSO must establish an effective system for either credit or advance meal sales.
  - (h) Except for special meals and meals of necessity, sell meals to unofficial visitors infrequently and only to visiting officers, civilians, and Coast Guard members' relatives and dependents if the sale benefits the Coast Guard in the form of good will, enhanced morale, or better public relations.
  - (i) All personnel must advise the FSO far enough in advance if paying guests are expected so he or she can ensure timely food preparation and quantities.
- (2) Meal Charges. The category of the subsisted person determines the charge for meal sales, including special meals; see Exhibit 7-3. Meals sold to guests are based on the guest's category, not the host's (person paying). Commandant (G-WKW) establishes the table of meal rates for each category and publishes the table by message. See Exhibit 7-4. Each unit shall post the categories and current prices at the dining facility entrance. Determine meal rates as follows:
- (a) Standard. This meal rate applies to all personnel drawing per diem, officers, civilians, Federal Government civilian employees, and Coast Guard Auxiliarists with no orders on a command-authorized visit if alternate messing *is* reasonably available. This meal charge includes the basic food cost (discounted meal rate) plus a surcharge.
  - (b) Discounted. Exhibit 7-3 lists those paying Standard and Discounted meal rates. Meal rates are based on these ration conversion factors:

MEAL SERVED	CONVERSION FACTOR
Breakfast	.20
Lunch or Supper	.40
Breakfast Brunch	.45
Dinner Brunch	.55
Holiday Meal	.65
Snack	.15

- (c) **Holiday Meals.** All active duty Coast Guard military members' dependents are authorized to pay the Discounted rate for the Thanksgiving and Christmas day main holiday meal.
- (3) **Authorized Patrons.** Subject to the conditions previously set forth, the CGDF's CO or OINC may sell prepared meals for cash or credit to the persons listed in Exhibit 7-2. Refer questionable cases to Commandant (G-WKW).
- (4) **Temporary Afloat Assignment:** IAW DOD 7000.14.-R, DOD Financial Management Regulation "Food Service Program", All enlisted personnel assigned temporary additional duty to a U. S. Government vessel will be charged three (3) meals per day (*whether eaten or not*) at the discount meal rate with the following exceptions.
- (a) Day of arrival and departure- Charge actual meals consumed
- (b) Days vessel is berthed in port – Charge actual meals consumed
- (5) **Personnel Receiving Per Diem.** These members are entitled to use a CGDF if the unit's CO or OINC so authorizes; they pay the standard meal rate.
- (6) **Sampling Meals and Inspecting CGDFs.** The Officer-of-the-Day (OOD) must sample each meal the CGDF serves by tasting a small amount of each menu item without charge. The OOD must submit findings about the meal's quality and the CGDF's overall appearance to the command with a copy to the FSO. If an OOD receiving a subsistence allowance chooses to consume the meal, i.e., eats all or most of a serving-sized portion of the food served, the FSO or duty FS must charge the OOD the appropriate meal rate from the Meal Rate Table. See Exhibit 7-4
- (7) **Restricted Pantry Private Mess Afloat (PMA).** The restricted pantry option provides for the purchase of prepared meals from the CGDF for each day the vessel is underway. Members of the PMA must purchase a minimum of one lunch or supper (*whether eaten or not*) at the discount meal rate with the following exceptions.
- (a) Day of arrival and departure- Charge actual meals consumed

- (b) Days vessel is berthed in port - Charge actual meals consumed
- (8) Official Picnics, Changes of Command, Recreational and Special Events, or Coffee Messes. The CO or OINC may authorize the sale of food items from the inventory for these occasions:
- (a) Official Picnics, Recreational, and Special Events. Instead of serving a regular meal, the CGDF may use food items for picnics, recreational, or other special events. Members furnished RIK must be subsisted as though they were receiving the regular meal. SMS is not authorized. All other persons must pay the appropriate meal rate. Refer questionable cases to Commandant (G-WKW).
  - (b) Changes of Command. If a CO or OINC is purchasing food items from the CGDF for the unit's change of command, he or she is authorized up to 40 percent of the current unit BDFA towards the purchase of food items for each enlisted member on RIK invited to attend. SMS is not authorized. The CGDF shall not compromise its mission to financially support special events, e.g., changes of command, parties, retirement ceremonies, etc. Refer questionable cases to Commandant (G-WKW).
  - (c) Coffee Messes. An independently operated mess a CO or OINC has allowed to serve coffee also may serve non-alcoholic beverages and pastries. Members must pay expenses incurred in operating independent coffee messes. CGDFs are authorized to sell coffee mess food items to authorized coffee messes. At units whose only source of coffee is the CGDF, officers, enlisted members on SEPRATS, and civilian employees are required to pay for an appropriate number of meals to defray the cost of their participation in the coffee mess.
- (9) Documentation. The FSO must keep a daily local record of meals sold for cash showing the total number of meals sold (classified by breakfasts, lunches, and suppers), the total number of personnel purchasing meals (classified by officers, enlisted, and civilians), and the total amount of cash received.
- (a) Meal Sign-in Sheet. Members purchasing meals are required to sign for meals on the Meal Sign-in Sheet, CG-4901, to verify the amount of funds the CGDF collects for cash sales.
  - (b) Cash Log. The FSO must initial cash logs and correct errors in them by lining out the error; both the FSO and XO or XPO must initial the correction. Erasures are prohibited and erroneous entries must remain legible.
  - (c) FSO Responsibilities. The FSO must maintain controls to account for all sales transactions; reconcile cash register readings, CG-2581 serial numbers, and meal records daily and on the first workday after weekends or holidays; and review the cash log for discrepancies; see Chapter 8.

- (10) Payment Methods. The CO or OINC determines whether to sell meals for cash or credit. CGDFs with a large number of SEPRATS or transient personnel should sell meals for cash while those with relatively few sales may find it more practical to sell meals on credit. Authorized payment methods are cash, personal checks, cashier's checks, and money orders, the last three payable to "U.S. Coast Guard" on checks drawn on United States banks; two-party checks are not acceptable. FSOs shall make copies of received checks and money orders and maintain them in the CGDF unit file in case the checks submitted are lost or stolen.
- (11) Cash. Patrons must pay for meals before entering the serving line. A cashier or collection clerk must be present to verify entitlements, charge the correct price category, and collect cash. The cashier or collection clerk collects funds from cash sales and turns them in to the FSO daily, normally after each meal, except for meals sold on weekends or holidays; the cashier or collection clerk is permitted to turn in those funds the next business day. Members billed monthly by Individual Credit Account, CG-3476, must pay by personal check, cashier's check, or money order. Store collected cash in a storage container meeting the specifications listed in the CG Physical Security Program, COMDTINST M5530.1 (series).
- (a) Cash Registers. CGDFs with a large volume or frequent sales may find cash registers effective. The cash register must have a multiple key-clearing capability and be able to perform separate recall for each category. The FSO must take register readings, log them, and check them against cash proceeds in the cash log.
- (b) Credit. Maintain a separate Individual Credit Account, CG-3476, for each person purchasing meals on credit; see Chapter 8. At month-end or when a member detaches, as appropriate, prepare a CG-3476 to document receipts. The CG-3476 must state the total number of breakfasts, lunches, and suppers bought during the month, the rate per meal, extended amount, and total amount. A member must pay the total within five (5) working days of receiving the CG-3476. Members departing on leave, TAD, etc., must settle their credit account before departing. When the FSO collects a payment, the payer must legibly sign the CG-3476 in the recapitulation portion "paid by" block; the cashier collecting the funds must legibly sign both "payment received by" blocks; the FSO gives the payer the CG-3476 tear-off receipt. The FSO must file in numerical order all CG-3476s recording payment for meal credit sales in the month when the sale was made and retain the CG-3476s, including voided forms, in the CGDF files to account for all accountable forms in each pad.
- (c) Advance Ticket Sales. Advance meal sale tickets are effective if advance notice is possible, e.g., for picnics. A CO or OINC may authorize refunds for unused tickets if the event is canceled due to circumstances outside the planner's



control. The FSO should exert care to ensure tickets are collected at the intended meal or event. Treat unsold tickets the same as cash or destroy them.

- c. Reimbursable Issues. Reimbursable issues are meals, including special meals, provided to non-Coast Guard personnel for subsequent billing and sponsoring agent's or agency's reimbursement. Such meals are partial rations converted to the current BDFA ration value on the Requisition and Invoice/Shipping Document, DD-1149. Record the total reimbursable issue ration value for each month on the CGDFOS (CG-2576, Line 37).
- (1) Authority. Area and district commanders and commanders of maintenance and logistics commands may authorize commands with a CGDF to issue prepared meals or meal components on a reimbursable basis. Before allowing reimbursable issues, the approving authority must ensure the facility involved is able to furnish such meals without jeopardizing its meal service to normally subsisted personnel. The CGDF may arrange to augment food service personnel and equipment to accommodate additional demand. Only Commandant (G-WKW) can grant the authority to issue prepared foods to persons other than those listed in this Manual.
- (2) Sponsoring Agent. CGDFs may issue these organizations and agencies prepared meals on a reimbursable basis, with subsequent billing on a separate DD-1149, Block F, and on CG-2576, Lines 11, 20 and 37; see Chapter 8. In the absence of orders or other directives authorizing either RIK or reimbursable issues, CGDFs may sell meals to these categories of personnel:
- (a) Other U.S. Armed Forces' Personnel Assigned to Coast Guard Units, including cadets, midshipmen, and officer candidate students, except NAVCADS.
  - (b) Other Government Agencies' Personnel, including Federal, state or local government officials, representatives, or employees.
  - (c) Foreign Governments' Personnel, both military and civilian, detailed or attached for training or orientation or in connection with Search and Rescue (SAR) missions at the foreign government's request.
  - (d) Contracted Food Service Personnel. The contract must outline meal charges for contracted food service personnel.
  - (e) Other Contract Personnel. If the CO or OINC authorizes, non-food service contract personnel working at a Coast Guard unit. The contract must outline accounting and administrative procedures, including charges for meals issued.
  - (f) Youth Programs. Though infrequent and usually limited to larger commands, CGDFs may issue meals to members of Congressionally chartered, organized non-profit youth groups—Boy Scouts, Girl Scouts, Sea Cadets.

(g) Foreign Nationals. CGDFs shall provide meals to foreign nationals the Coast Guard detains. Food service personnel should consider the detainees' normal diet when issuing food. FSOs documenting reimbursable issues shall list the food items issued from the CGDF's inventory and those items' total cost on a DD-1149; see Exhibit 8-10. The CGDF shall log the total number of meals, not distinguishing among breakfast, lunch, or supper, served to migrants each day on an Individual Credit Account, CG-3476. The CG-3476 shall identify these issues as "AMIO Reimbursables" and include the month and year of issue. The FSO shall maintain a copy of the CG-3476 and DD-1149 in the unit file. The total reimbursement cost of meals provided to migrants must equal the total(s) of the DD-1149s. The FSO shall enter the cost in Block E, Sale of Food Items, as "AMIO Reimbursables," and include it on the monthly CGDFOS, CG-2576, Line 6. The FSO shall enter the cost of all other reimbursables on CG-2576, Block F and Line 20. The FSO shall enter the total cost of all reimbursable issues on CG-2576, Line 37.

(h) Merchant Marine Academy Cadets.

(i) International Students. Enlisted and civilian students attending CG training whose "Invitational Travel Orders" authorize payment of a living allowance are authorized RIK subsistence. The CGDF shall submit a DD-1149 for the partial rations to the CG Finance Center for reimbursement. FINCEN will charge the appropriate Coast Guard International Affairs reimbursable account.

(j) Student Externship Programs. CGDFs shall provide rations at no cost to dental, dental hygiene, medical, pharmacy, and other student externs authorized to perform duty in a Coast Guard health care facility. The FSO shall treat such subsistence as reimbursable issues. The unit AFC-30 account shall pay for each partial ration provided using the appropriate ration conversion factors to the current BDFA. The CGDF shall submit a DD-1149 for the reimbursable rations to the CG Finance Center, which in turn will charge the appropriate unit AFC-30 account.

4. Visiting Personnel. A CGDF shall subsist U.S. Armed Forces' enlisted members temporarily absent from their unit without travel orders, e.g. working parties, flight and boat crews, medical or dental out-patients, for disciplinary action, awaiting transportation, or on similar duties or assignments, as outlined below. The CGDF must claim a partial ration for each meal actually furnished, including box lunches or bulk meals.

a. RIK Members. The unit they visit must furnish meals at Government expense to Coast Guard enlisted personnel authorized RIK, Cadets, and OCS students.

- b. Members Drawing a Subsistence Allowance. A CGDF must subsist all enlisted personnel not authorized rations-in-kind (REGBAS, SEPRATS, COMMRATS, etc.) and charge them the Standard meal rate.

Fleet Training Group (FTG) and Unit Ship Riders. A CGDF charges the Discounted meal rate to officers drawing BAS temporarily assigned to a Coast Guard cutter and the Standard meal rate to officers and enlisted members drawing per diem. The FTG liaison shall provide each cutter a list of the riders' names and messing entitlements. A CGDF charges enlisted riders drawing REGBAS or SEPRATS the Discounted rate but does not charge enlisted riders drawing RIK for their meals. The FSO documents RIK provided according to the ride list as reimbursable rations on DD-1149. Before departure either the liaison officer or the cutter's XO or XPO can verify the DD-1149 by signing Block 10. Ship riders' orders should contain the correct billing address to which to send the billing. As follows:

Commander  
Naval Supply Systems Command  
Food Service Research Branch  
5450 Carlisle Pike  
P.O. Box 2050  
Mechanicsburg, Pa. 17055-0791

- 5. Midnight Rations. It may be necessary to provide Midnight Rations (MIDRATS) to personnel assigned to stand watch between 2000 and 0400 on afloat units to compensate watch standers for the meal they otherwise would miss.
  - a. Officers or civilians must pay the appropriate meal rate category when purchasing MIDRATS.
  - b. The value of food items is included in CGDF issues.
  - c. The CGDF cannot take additional ration credits except for MIDRATS sales.
- 6. Rations the CGDF May Not Claim.
  - a. Subsisted by Private Mess Afloat (PMA). A PMA may claim a partial ration for each meal provided to Food Service Specialists, mess attendants, and cadets assigned there under the conditions in Chapter 9.B.3.
  - b. Special Meals. Special meals are authorized only in place of a meal(s) missed due to official duties. Except for flight meals, a CGDF cannot claim additional ration credits for special meals but it can include SMS in the unit operating allowance for box lunches and bulk meals. SMS are not authorized for flight rations; see Chapter 7.D.

- c. Emergency Rations. Emergency rations, e.g., abandon ship, MREs, and aircraft emergency food packets, are purchased through AFC-30 funds. When used, a CGDF cannot claim them as rations or use them as special meals, e.g., flight or boat meals.

#### **D. Special Meals (Box Lunches, Bulk Meals and Flight Rations).**

1. Definition. Provided in lieu of regular meals and consumed away from the unit, special meals are of two types:
  - a. Box Lunch. A hot or cold meal individually prepared for one person, e.g., a flight or boat crew member.
  - b. Bulk Meals. Various raw food components for two or more persons. In some instances bulk meals are the only practical way to subsist individuals over extended or indefinite periods of time. When involving large numbers of personnel on extensive operations, it also may be necessary to provide food service personnel and equipment to prepare food.
2. Authority. The CO, OINC, XO, XPO, or OOD may authorize special meals to provide operational subsistence support for operations that prevent personnel from eating in the CGDF during normal meal periods. Except for authorized flight rations, special meals are part of the normal ration allowance.
3. Composition and Cost Constraints. Charge non-food items, e.g., paper cups, bags, boxes, ice, etc., used in preparing and serving special meals to unit AFC-30 funds, not in the raw food costs assessed to the subsisted person.
  - a. Box Lunches. Box lunch composition can vary according to the crew's likes and dislikes and the dining facility's cost constraints. Generally, a box lunch includes a sandwich, piece of fruit, drink (fruit or soda), assorted vegetable sticks (carrot and/or celery), and a snack food (energy or granola bar, bagel, etc.), though units are not restricted to these items. Creativity and cost restraints will influence the items that go in the meals. The raw food cost should not exceed 40 percent of the CGDF's BDFA plus the SMS.
  - b. Bulk Meals. The actual foods and degree of preparation required depend on the number of persons involved, the availability of food preparation, storage equipment, and mission duration. To determine the dollar value of the food provided, convert the number of meals (partial rations) to be prepared, multiply the partial ration value by the CGDF's BDFA, and then add the total SMS for each meal.

**EXAMPLE:** One officer and three enlisted members are authorized to receive Bulk Meals from 0400 Monday to 1500 Tuesday.

Meal(s)	Day(s)	Total x	People =	Meals x	Factor =	Rations
Breakfasts	Monday, Tuesday	2	4	8	.20	1.60
Lunches	Monday, Tuesday	2	4	8	.40	3.20
Supper	Monday	1	4	4	.40	1.60
<b>Total</b>				20		6.40

6.40 Rations	x	\$5.48 BDFA	=	\$35.07
20 Meals	x	\$0.93 SMS	=	<u>18.60</u>
Total Value of Bulk Food			=	\$53.67

4. Charges for Special Meals. Except for flight meals, the FSO treats special meals authorized for operations occurring during times when a meal or meals otherwise would be served the same as if the members actually had consumed the meal(s) in the CGDF. Personnel subsisted at Government expense and those issued reimbursable meals receive special meals at no expense to themselves. All other personnel must pay the appropriate meal rate.
5. Changed Schedules or Conditions. When special meals have been prepared but are no longer needed because missions were canceled or schedules changed, the FSO must ensure all food items that can be used in the future are returned to the inventory.

ITEM	FSC GROUP 89 NATIONAL STOCK NO.	UNIT OF ISSUE	COST
Beans w/Pork, No. 10 Can	8915-00-184-5601	LB	
Corn, Whole Kernel, No. 10 Can	8915-00-257-3947	LB	
Tomatoes, Diced, No. 10 Can	8915-01-373-4978	LB	
Broccoli, Frozen	8915-00-129-0825	LB	
Potatoes, French-Fried, Frozen	8915-00-782-3508	LB	
Bread, White	8920-00-753-5776	LB	
Bread, Whole Wheat	8920-00-753-5779	LB	
Rolls, Hamburger	8920-00-753-5768	LB	
Cake Mix, Yellow, 5-Lb. Package	8920-01-255-0438	LB	
Cereal, Assorted	8920-00-132-7782	LB	
Flour, General Purpose, 5-Lb. Bag	8920-01-419-7026	LB	
Macaroni, 10-Lb. Box	8920-00-067-6146	LB	
Rice, Par-Boiled, 10-Lb. Bag	8920-00-230-6557	LB	
Sugar, Granulated, 5-Lb. Bag	8925-01-419-7021	LB	
Jam, Strawberry, 2-Lb. Jar	8930-00-197-1917	LB	
Salad Dressing, Fat-free, 32-Oz. Jar	8940-01-364-4143	LB	
Salad Oil, 1-Gal. Can	8945-01-616-0081	LB	
Margarine Patties, Ready-to-Serve	8945-00-926-6491	LB	
Coffee, Regular and Ground, 3-Pound Can	8955-00-286-5369	LB	

LOCAL REPRODUCTION AUTHORIZED

EFFECTIVE [INSERT DATE]

## EXHIBIT 7-3. AUTHORIZED CGDF PATRONS.

### A. Standard Meal Rate.

1. U.S. Armed Forces enlisted personnel drawing a REGBAS, COMRATS, or SEPRATS allowance.
2. Officers, enlisted members, and Federal civilian employees drawing per diem.
3. Coast Guard Reservists and Coast Guard Auxiliarists not under *endorsed* official orders. See Note 1.
4. Authorized patrons' guests. See Note 1.
5. Dependents of members in pay grades E-5 and above. See Note 1.

### B. Discounted Meal Rate.

1. Officers, enlisted personnel receiving REGBAS or SEPRATS and Federal civilian employees assigned to and buying meals on board a cutter and not drawing per diem and who are:
  - a. Performing duty on a U. S. government vessel or in the event that the ship's CGDF is closed, at the CGDF that is designated by CO/OINC as a replacement Dining Facility.
  - b. On field duty
  - c. In a group travel status.
  - d. Included in Essential Unit Messing (EUM) as defined in the JFTR, Volume 1, and para 4125.A3F of the CG supplement to the JFTR (COMDTINST M4600.17)
2. Officers, enlisted members and Federal civilian employees who are not receiving a per diem or travel allowance. For meals on a U. S. Government aircraft as a passenger (NOTE: Coast Guard officers, enlisted members, CG Auxiliarists, CG reservists under orders and federal civilian employees may be furnished RIK while actually engaged in flight operations as per title 14 U.S.C. 480)
3. CG Auxiliarists under endorsed reimbursable orders.
4. Dependents of members in pay grades E-4 and below.
5. Dependents of CG active duty military members in pay grades E-5 and above for the Thanksgiving and Christmas Day main holiday meal.

6. Officers and Federal civilian employees, including Non-appropriated Fund employees, dining at a shore unit where *no* alternate messing is available. See Notes 1 and 2.
7. Foreign governments' officers and civilian employees detailed or attached to Coast Guard units.
8. Members and chaperones of organized non-profit youth groups sponsored at either the national or local level, e.g., Sea Cadets, Boy and Girl Scouts, and permitted to eat in the CGDF by the CO/OINC of the unit. See Note 1.

NOTES:

1. Authorized on a space-available basis at the unit CO's or OINC's discretion; see Paragraph 7.C.3.
2. Alternate messing is any eating establishment serving hot, nutritious meals close enough to the unit for officers and Federal Government civilian employees to commute and eat their meal there within the command's established meal period.



## EXHIBIT 7-4. FOOD SERVICE MEAL RATES

- FY 2001 MEAL RATES:** DOD OSD Comptroller sets the meal rates for fiscal year 2001. CO/OINC's in charge with CGDF, either civilian contracted or military staffed, shall ensure all Coast Guard members receiving a subsistence allowance and all other authorized CGDF patrons not on RIK shall pay the following meal charges when subsisting in a CGDF:

CATEGORY	DISCOUNT MEAL RATE	STANDARD MEAL RATE
Breakfast	\$1.30	\$1.60
Lunch	\$2.65	\$3.20
Dinner	\$2.65	\$3.20
Brunch	\$3.00	\$3.60
Supper	\$3.60	\$4.40
Holiday	\$4.30	\$5.20
Snack See Note 3.	\$1.65	\$2.00
<b>MIDRATS, If served as</b>		
Breakfast Menu	\$1.30	\$1.60
Dinner Menu	\$2.65	\$3.20
Supper menu	\$2.65	\$3.20

- RATION CREDIT CONVERSION FACTORS (RCCF):** Total ration credit allowance may not exceed one ration per person with the exception of flight meals. Individual counted for MIDRATS may only be counted for two other meals in a 24-hour period. Brunch feeding RCCF's apply only to days when two meals are served during a 24-hour period. RCCF are as follows:

REGULAR MEALS	RCCF
Breakfast	.20
Lunch/Dinner	.40
<b>BRUNCH MEALS</b>	
Breakfast Brunch: ( <i>continuous breakfast/lunch type meal and consisting of both types of food items.</i> )	.45
Dinner Brunch: ( <i>meal served evening hours on days when brunch is served</i> )	.55
<b>MIDRATS</b>	
If Breakfast menu:	.20
If Dinner menu:	.40

- A. During the Thanksgiving, Christmas, New Years, and Coast Guard Day holidays, the following two holiday feeding options may be used if your CGDF is applying the holiday meal rates, claiming holiday ration credit. Note: If your CGDF is not serving a holiday meal during one or more of the four holidays due to operational requirements, select the appropriate RCCFS from the above table for the type of meal served.

<b>HOLIDAY MEAL (OPTION 1)</b>	<b>RCCF</b>
Breakfast:	.20
Holiday meal:	.65
Snack:	.15
<b>HOLIDAY MEAL (OPTION 2)</b>	
Breakfast:	.20
Snack:	.15
Holiday meal:	.65

### C. Logs and Files.

The FSO will keep all records and logs together safely preserved for audit purposes. The unit retains all unit files for 24 months and cash logs for 36 months.

1. Purchase Orders. Keep blanket and regular purchase orders in files by purchase order numbers. Each file will contain all pertinent documents. On the right side of the folder put the procurement documents (SF-44, OF-347, and DD-1149) and call sheets (Blanket Purchase Agreements). On the left side put all delivery receipts with supporting competitive documents and credit memorandums.
2. Dining Facility Monthly File. The dining facility monthly file will contain all documents covering that month's transactions. File all items as listed below for audit purposes.
  - a. Left Side. The left side will have all that month's purchase and cash documents.
    - (1) CG Finance Center serial letter(s) acknowledging deposits received.
    - (2) Transmittal letter(s) covering funds transmitted.
    - (3) Individual Credit Account(s), CG-3476.
    - (4) Issue/Sales Slip(s), CG-2581, Meals Sold and/or Meal Sign-in Sheet(s), CG-4901.
    - (5) Reimbursable Issues, DD-1149.
    - (6) Copies of procurement documents OF-347 and 348 and SF-44s.
    - (7) Copies of BPA Call Record Sheets.
    - (8) Copies of delivery, invoice, and receipt tickets.
    - (9) Copies of suppliers' monthly statements.
    - (10) Copies of Government-source shipping documents.
    - (11) Received invoices covering transfers.
  - b. Right Side. The right side contains all paperwork used to manage the facility.
    - (1) CGDF Operating Statement, CG-2576.
    - (2) Basic Daily Food Allowance message.
    - (3) Summary Ration Memorandum, CG-3123.
    - (4) Daily Ration Cost Record, CG-3471.
    - (5) Daily Ration Memorandum, CG-3123.
    - (6) Provision Inventory Control Record, CG-3469.
    - (7) Flight or Special Meal Request, CG-4218.
    - (8) Issue/Sales Slip, CG-2581, Issues to CGDF.
    - (9) Issue/Sales Slip, CG-2581, Sale of Subsistence Items.

- (10) Sales of Stores to Other Agencies.
  - (11) Provision Inventory Report, CG-4261.
  - (12) Report of Survey, CG-5269.
  - (13) Adjustment Form, CG-3114.
  - (14) CGDF Menus.
3. Cash Log. The official record of funds received and transmitted, which the FSO uses to track all cash transactions, including cash, checks, and money orders. The unit keeps the completed cash logs for 36 months after the last transaction. In black ink write the start and finish dates in the front of each cash log. The logs have six columns; they should show these headings and information:
- a. Date. The date entered represents the date the unit received the funds or forwarded billing.
  - b. Explanation. Briefly describe the transaction. In this column enter change-making fund advances requiring the cashier's acknowledgement signature.
  - c. Billed. Enter the dollar amount charged to activities or individuals for meal or store credit sales. Summarize wardroom meal sales on CG-2581, Issue/Sales Slip, instead of listing individually for each officer.
  - d. Received. Enter the amount of funds received. For meal cash sales, the amount should include the change-making fund advance. Add the amount entered to the previous balance. Enter cashier's checks and money orders when purchasing them for later transmittal to the designated Sale of Meals Lock-box and deposit transfer to the Finance Center. The money orders' or cashier's checks' amount should show subtracted fees.
  - e. Out. Enter the amount removed and used as the daily change-making fund. Enter funds transmitted to the designated Sale of Meals Lock-box from cash collected during the month. Document money order and cashier's check fees in this column and deducts them from the balance.
  - f. Balance. The balance represents the total of all cash, checks, and money orders the FSO holds.
4. Meal Pass. Units using meal passes for RIK identification will keep a log showing the meal pass number, the member's name and Social Security Number, and the date issued.

## CHAPTER 9. PRIVATE MESSES AFLOAT.

### A. Policy.

1. Purpose. Private Messes Afloat (PMAs) are authorized for afloat—not shore—units to provide adequate dining facilities to enhance afloat officers' morale and well-being.
2. Requirements. If a PMA is available, officers assigned afloat must subsist separately from the Coast Guard Dining Facility (CGDF).
3. Scope of Operation. A PMA is independently established, organized, operated, and controlled separately from a CGDF; the Commanding Officer (CO) must not operate a PMA for any person's or group's financial benefit or profit. The CO issues the PMA's operating rules, requirements, and standards, which must comply with this Chapter and United States Coast Guard Regulations Manual, COMDTINST M5000.3 (series).
4. PMA Types.
  - a. CO's Dining Facility (CODF) Afloat. All Food Service Specialist (FS) billets for CODFs have been eliminated. If independent facilities exist, COs may form their own PMA. However, if the vessel carries insufficient food service personnel or its requirements do not warrant a CODF, the CO may suspend the CODF as a separate entity and incorporate it into the Wardroom Dining Facility (WDF) afloat.
  - b. Wardroom Dining Facility (WDF) Afloat. All officers aboard ships whose minimum facilities include separate dining, food preparation, and storage spaces who are not CODF members must join the WDF afloat. FS personnel allowances are authorized for WHEC and WAGB vessels to permit assigning FSs to the PMA. Occasionally, shortages of assigned FS personnel may occur; CGDF and WDF managers are responsible for resolving situations such shortages entail.
5. PMA Duties and Responsibilities.
  - a. Duties. FS personnel must prepare food and ensure PMA food preparation areas are clean.
  - b. Responsibilities. FSs supervise assigned mess attendants in cleaning the PMA and food service areas.
6. Full-Pantry PMA. A full-pantry PMA purchases unprepared food items from either commercial sources or the CGDF for PMA preparation and consumption; PMA members share the cost. Ration allowances for FSs assigned to the PMA are commuted as stated in Section 9.B. Officers may procure prepared meals from the CGDF as outlined in these optional procedures.

7. Authorizing PMA Options. If a CO believes a full-pantry PMA is expensive or impractical due to a shortage of assigned FS personnel or limited facilities, he or she must request to operate either a restricted or partial pantry PMA. The CO must have written authorization to operate an optional PMA and keep the document in the permanent PMA files. Once an area or district commander authorizes an optional PMA, the CO must maintain it for at least 30 days. A PMA may purchase unprepared food items normally associated with a coffee mess and snack items.
  - a. Restricted Pantry. The restricted pantry option provides for the purchase of prepared meals from the CGDF. Chapter 7 details meal charges. Members of the PMA must purchase a minimum of one lunch or supper (*whether eaten or not*) for each complete day the vessel is underway, except on departure or arrival days. The purchase of unprepared food items normally associated with coffee mess or snack items is permitted. PMA guests must purchase meals at the discounted rate from the established Table of Meal Rates. See Exhibit 7-4.
  - b. Partial Pantry. Vessels operating a full pantry while away from home port but otherwise qualifying for a restricted pantry during homeport periods use the partial-pantry option, purchasing food items to prepare meals away from homeport and CGDF-prepared meals in home port. When operating under the partial pantry option, the duty FS charges meal costs from the Table of Meal Rates.
8. Financing. The PMA must not provide food items to officers at U.S. Government expense. The CO must ensure the Mess Treasurer properly charges the purchase of any prepared or unprepared food items to the PMA.
9. Procuring Subsistence Items or Meals. The CO may authorize the CGDF to sell the PMA prepared meals or food items. The Mess Treasurer submits funds collected from meal sales and stores to the unit Food Service Officer (FSO). PMA members must not purchase food items for private use or personal gain. Only the PMA Mess Treasurer may authorize food item purchases. See Exhibits 9-1 through 9-4.
  - a. PMA Purchase of Subsistence Items. The CGDF may sell the PMA food items or meals for cash or credit, payable by the mess treasurer within five (5) working days of the new month.
  - b. Procurement. The CGDF may procure special food items on a space-available basis for immediate sale to the PMA.
  - c. Meal Sales. A PMA may purchase prepared meals for its members only while operating as a partial pantry in home port or as a restricted pantry. Full-pantry PMA operations may not buy prepared meals except when feeding operations are temporarily suspended, e.g., during yard periods, equipment breakdowns, repairs, or special events (picnics, etc.).